



120 State Street, Montpelier VT 05620-2501
(p) 802-828-3135 | (f) 802-828-3140

MEMORANDUM

TO: Superintendents, Principals and Headmasters
FROM: Secretary Vilaseca *AV*
SUBJECT: Harassment, Hazing & Bullying – Prevention Policies and Designated Employees
DATE: May 15, 2013

I know that this is a busy and exciting time of year for you and all of your staff and I hope that you are ending this school year on a good note.

As stated in 16 V.S.A. § 570a, 570b and 570c, the prevention policies for harassment, hazing and bullying list several requirements of school districts. In an effort to ensure compliance with these requirements, and make certain that we are all doing our best to offer and maintain a safe and respectful learning environment for all our students, I want to remind you of your statutory obligations.

Below I have highlighted some of the requirements that need to be in place:

- A procedure that directs students, staff, parents, and guardians how to report violations and file complaints of harassment, hazing and bullying.
- Annual designation of two or more people (“designated employees”) at each school to receive and investigate complaints and publication of those people's names (e.g., student-parent handbook, faculty handbook, school website, etc.). *By the end of September 2013, my office will be requesting the names of your designated employees.*
- A procedure for investigating complaints of bullying and harassment.
- Training for teachers and other staff members about preventing, recognizing, and responding to harassment, hazing and bullying. *I strongly recommend that this training include custodians, cafeteria workers, bus drivers, coaches, and any other staff who work in your school or on your grounds.*
- Orientation, information or instruction for all adult employees on the identification and reporting of child sexual abuse and sexual violence. *See 16 V.S.A. § 563a. Out of home student-on-student or adult-on-student sexual abuse and/or violence is a form of sexual harassment.*

16 V.S.A. § 570a, 570b and 570c can be accessed via the links below:

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=009&Section=00570a>
<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=009&Section=00570b>
<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=009&Section=00570c>